



STATE CHIEF INFORMATION OFFICER

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To: Personnel Officers
Agency Information Officers
Chief Information Officers
Data Center Directors
IT Council Members
Information Security Officers

Subject: Initiation of the Information Technology Human Resources Classification and Selection Project

In collaboration with the Department of Personnel Administration (DPA), State Personnel Board (SPB), and the Service Employees International Union (SEIU), the Executive Branch is initiating the Information Technology Human Resources (IT HR) Classification and Selection Project. This memorandum provides information about the Project at a conceptual stage. The Project supports the State's **Information Technology Classification and Selection** needs as outlined in the *2005 California IT Strategic Plan*, Goal 5 stated below and will provide *lessons learned* which can be considered for further improvements to the State's classification and selections processes. The *Plan* can be found at <http://www.cio.ca.gov/StrategicPlan.html>:

"Objective 2 – Modernize the Information Technology Classification Structure and Selection Tools and Methods"

The State will modernize the classification structure and selection tools for its technology workforce.

A more modern classification structure will more accurately reflect the work functions and skills needed to develop, operate and maintain the State's technology infrastructure, including programs, systems, services and features, and future technology changes. New selection tools will enable the State to assess competencies necessary to develop, operate, and maintain its technology infrastructure and future technology changes. These tools shall be cost effective, readily available, and shall identify individuals who are well qualified to perform current and future technology work. The classification structure must be flexible to match today's working environment; be easily adapted to changes in technology; and incorporate information developed by the Department of Personnel Administration (DPA) during the 1998-99 study, Service Employees International Union (SEIU)/DPA labor/management committee, other relevant reports, and subsequent Information Technology Managers Academy XII

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(ITMA XII) survey data. The selection tools must facilitate a skills-based certification process based upon job analyses that identify the relative importance of various job tasks; and may require enabling legislation.

Actions:

By April 2006, the State CIO and the Model Action Plan for IT (MAP-IT) Team will develop a concept paper, or "roadmap", to modernize the classification structure and selection tools for the IT workforce. The roadmap must consider replacement of the State Personnel Board (SPB) legacy systems to ensure SPB's ability to support statewide IT and other current and future exam needs. The State will develop and support a robust technology training program focused on leadership, project management, acquisition management, systems management, application development and the skills necessary to support new technologies".

Initial **draft** information supporting this initiative is enclosed. These and future documents will be available at the State CIO's web site at **IT HR Classification and Selection Project. Most Frequently Asked Questions** (FAQs) are being prepared and will also be available at the State CIO's web site.

Lessons learned from this project can be considered for further improvements to the State's classification and selections processes.

In early 2006, the project Communications Plan will be published to solicit your input and identify needed departmental participation.

Thank you in advance for your support and contributions to this very significant project.



J. Clark Kelso
Chief Information Officer
State of California

Enclosures:

1. [Model Action Plan for IT Governance Organization](#)
2. [Draft IT HR Classification and Selection Project Overview](#)
3. [Draft Classification Consolidation Proposal](#)
4. [Draft Skills-based Selection Process](#)
5. [California State Information Technology Plan - November 2005](#)